

Directions for completing the Team Nutrition mini-grant application for School Programs

1. To be eligible to apply for a mini-grant schools must be on the National School Lunch Program. Other may attend Team Nutrition training, but are not eligible to received additional funds.
2. The School Sponsor needs to complete a Team Nutrition Enrollment form. This can be submitted with the mini-grant application. (Available on website).
3. List the mini-grant contact person in the top section of the first page of the application. Others may or may not be involved in the activity, so additional names are optional. If a staff member is completing the application, it would be necessary to have administrative approval of the director or administrator to show that the plan is acceptable to them as a part of the school's activity.
4. Conduct a self-assessment to identify specific objectives to focus Team Nutrition activities on. This could be the self-assessment included in the mini-grant. These would then guide what activities are selected and what supplies would be funded by the mini-grant (see example).
5. Mini-grants will be funded if activities are appropriate and expenditures listed follow acceptable cost procedures. The maximum awarded to individual schools is \$500.
6. In order to be eligible for reimbursement all funds must be spent and documentation sent to the address below by grant deadline.
Mini-grants and documentation of costs should be sent to:
Janet Wendland, Consultant
Bureau of Nutrition Programs and School Transportation
Grimes State Office Building
Des Moines, IA 50319-0146
7. Upon completion of the activities a written summary should be submitted outlining what was done, accomplishments, number involved in activity, and any press releases or news articles done about the activity.

Any questions can be directed to Janet Wendland at janet.wendland@iowa.gov or 515-281-5676.